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Medical Command

**AIR NATIONAL GUARD (ANG) FITNESS
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements the fitness component of Air Force Policy Directive (AFPD) 40-5, *Fitness and Weight Management* and AFPD 40-1, *Health Promotion*. It complements the physical fitness requirements of Department of Defense (DoD) Directives 1308.1, DoD Physical Fitness and Body Fat Program and 1308.3, DoD Physical Fitness and Body Fat Programs Procedures. This instruction outlines the Air National Guard Fitness Program (ANGFP). It applies to all Air National Guard (ANG) members to include Title 10 and Title 32 Active and Inactive personnel. **(Exception: Commanders of composite wings can authorize either the ANGFP in accordance with (IAW) this ANG Instruction (ANGI) or the Active Duty Fitness Program IAW AFI 40-501, *The Air Force Fitness Program*, to assess the fitness of the personnel assigned to their wing).** This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction is Title 10, United States Code, Section 8013. Privacy Act System of Records Notice F035 AF MPN applies. Submit comments and suggested improvements on AF Form 847, Recommendation for Change of Publication, through Wing and State Headquarters to ANG/SG, 3500 Fetchet Avenue, Andrews AFB, Maryland, 20762-5157.

Privacy Act System of Records notice Fo44 AF SG N, Physical Fitness File applies. Maintain and dispose of all records created as a result of the prescribed processes in this ANGI in accordance with AFMAN 37-139, *Records Disposition Schedule*. **Attachment 1** is a glossary of references, equipment required for assessments and supporting information.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. General Information.

1.1. Purpose. The keystone of the ANGFP is health promotions. All members of the ANG must be physically fit to support the increasing and challenging deployment requirements of the DoD mission. Physical fitness is to human performance as fine-tuning is to an engine, i.e., it is a performance enhancer. More specifically it is the ability to perform daily tasks vigorously and alertly, with energy left over for enjoying leisure-time activities and meeting emergency demands. It is the ability to endure, withstand stress, to carry on in circumstances where an unfit person could not continue, and is a major basis for good health and well being. A healthy, physically fit force will incur fewer significant injuries and illnesses. Resultant decrease in manpower loss will substantially increase mission accomplishment capability. The goal of the ANGFP is to motivate all members to participate in a year round physical conditioning program emphasizing total fitness to meet mission requirements and deliver a fit and healthy force. Members are given the information needed to develop physical conditioning programs and are expected to maintain an adequate level of physical fitness at all times. ANG members will be assessed annually to ensure that each member meets ANGFP standards. The results will provide commanders with a web-based, nationally recognized tool to assist in the determination of the overall fitness of their military personnel.

1.2. The ANGFP is designed to assess physical fitness, not to assess the overall wellness (health) of ANG members, i.e., the cardiovascular assessment does not assess the presence or absence of cardiovascular disease. The program in no way replaces a regular health evaluation by an individual's primary physician to determine disease risk.

1.3. Failure to accomplish a scheduled annual fitness assessment may result in administrative action.

1.4. Failure to be current for the fitness assessment or not meeting ANGFP standards should not restrict ANG members from being deployed.

1.5. The Fitness Assessment Preparation Handout, Fitness Assessment Screening Questionnaire, Unit Fitness Program Manager Fitness Assessment Checklist, Fitness Enhancement Program (FEP), Fitness Enhancement Program Progress Chart, health promotions pamphlets, and other information will be available on the fitness program web site for download and distribution. A printed or digital copy of the results and recommendations for improved performance and healthier lifestyles will be provided to each member within thirty days following completion of the ANGFP.

2. Responsibilities.

2.1. Air National Guard Readiness Center, Surgeon General (ANG/SG).

2.1.1. Develops fitness policy

2.1.2. Directs training to support the ANGFP.

2.2. The Adjutant General (TAG) and State Headquarters. Ensures compliance with the ANGFP in all units under their jurisdiction and the adherence to all procedures specified. Respective State Headquarters will review the fitness management reports to ensure personnel have met the fitness requirements established in the instruction.

2.3. Wing Commander (CC) or equivalent.

2.3.1. Oversees the overall base fitness program. Appoints base Fitness Program Manager (FPM) and ensures a Unit Fitness Program Manager (UFPM) is appointed for every unit.

2.3.2. Provides appropriate staff, facilities, equipment, resources and funds to maintain fitness testing and FEP.

2.3.2.1. Makes every effort to provide a fitness assessment facility where assessments can be conducted under the supervision of the FPM/UFPM. For assessment purposes, recommend 48 square feet (6'x8') of floor space for each assessment station. Two people will occupy each station with a total of 50 assessment stations.

2.3.3. Reviews fitness management report to ensure all personnel have accomplished an annual fitness assessment each calendar year.

2.3.4. Ensures ANG fitness assessment standards and procedures are administered equitably throughout the base.

2.3.5. Ensures education and training of FPM and UFPM.

2.3.6. Emphasizes the importance of health promotions and fitness in sustaining a deployable force.

2.4. Commander, Base Medical Services.

2.4.1. Appoints a medical provider as the Medical Liaison Officer (MLO). The MLO will also act as the medical advisor for the ANGFP, FEP, commanders and FPM/UFPMs.

2.4.2. Appoints a Health Promotions Manager IAW AFI 40-101, Health Promotions Program, Section E.

2.5. Fitness Program Manager (FPM)

2.5.1. Develops the annual fitness assessment schedule for units and geographically separated units (GSUs) based on proposed unit deployment schedules and input by individual units. Ensures that all units have adequate time to accomplish testing annually.

2.5.2. Notifies UFPM of unit testing dates.

2.5.3. Trains UFPMs to conduct fitness assessments to include use of Fitness Enhancement Program Progress Chart.

2.5.4. Personally oversees fitness assessments on a regular basis and performs quality assurance checks on each UFPM at least annually.

2.5.5. Oversees FEP administration and provides guidance.

2.5.6. Ensures internet capability is available in order to access the web-based fitness assessment program with the assistance of the base Communications Squadron.

2.5.7. Ensures appropriate levels of access (for management reports, data entry, etc.) to the fitness program to include, but not limited to, commanders, UFPMs, MLO, and members. Maintains password integrity.

2.5.8. Ensures fitness assessment equipment is procured, maintained, and replaced as needed.

2.5.9. Schedules periodic fitness education presentations for commander's staff meetings.

2.5.10. Requests necessary computer products for the support of the fitness program. Compiles/analyzes data from the fitness assessment management report and prepares appropriate statistics or reports as required by the Wing Commander or equivalent or as otherwise requested.

2.5.11. Communicates with the wing medical services, MLO, and ANG/SG as appropriate.

2.6. Medical Liaison Officer (MLO).

2.6.1. Screens members referred by the FPM, UFPM or other medical providers for clearance to undergo fitness assessment and exercise regimens. ([Attachment 2](#))

2.6.2. Ensures members medically exempted, as explained in section [3.5](#). of this ANGI, from fitness assessments receive appropriate consideration for medical profile and/or Medical Evaluation Board (MEB) when indicated by AFI 48-123, Medical Examinations and Standards.

2.6.3. Evaluates and exempts members with medical conditions, that preclude fitness assessment and/or exercise regimens using AF Form 422, Physical Profile Serial Report. Includes on all exemptions and profiles those physical fitness activities which can be performed as well as those, that are restricted.

2.6.4. Notifies UFPM of members medically exempted from fitness assessment, including expiration date of exemption.

2.6.5. Provides consultation to unit commanders, on request, regarding recommendation for individual member's Commander Directed Exemption (CDE) from meeting fitness standards.

2.6.6. Provides medical consultation and assistance to the FPM and UFPM.

2.6.7. Recommends further medical evaluation for individuals if potential physical problems are identified. AGR personnel will be referred to the nearest active duty facility or TRICARE provider and drill status members will be referred to their private physician.

2.7. Unit/Squadron Commander.

2.7.1. Oversees the administration of the fitness assessment and improvement programs at the unit level.

2.7.2. Ensures all assigned or attached unit personnel accomplish an annual fitness assessment and meet fitness improvement program requirements.

2.7.3. Ensures all personnel are in appropriate military status for fitness assessment.

2.7.4. Appoints UFPM and Fitness Assessment Monitors (FAMs) in writing and forwards a copy of appointment letter to the FPM.

2.7.5. Ensures members who are unable to meet fitness standards are directed to engage in the FEP program.

2.7.6. Evaluates, in consultation with the FPM, UFPM, and/or the MLO, members failing to progress after twelve months in the FEP for exemption from meeting fitness standards or administrative action.

2.7.7. In consultation with FPM (as needed), UFPM and MLO, may exempt members not meeting the fitness standard. Guidelines for commander directed exemptions are outlined in Section [3.6](#).

2.7.7.1. When exemption is granted, notifies member in writing. ([Attachment 3](#))

2.7.7.2. When exemption is not granted, takes appropriate administrative action, to include separation, IAW AFI 36-3209, Separation Procedures for Air National Guard and Air Force Reserve Members, paragraphs 2.35. or 3.18.

2.7.8. Unit commanders have the prerogative to allow time for physical fitness conditioning during duty hours for all members as mission requirements permit.

2.8. Unit Fitness Program Manager (UFPM).

2.8.1. Administers and executes the ANGFP for the unit. Conducts assessment in accordance with this ANGI and the Unit Fitness Program Manager Fitness Assessment Checklist on the ANG fitness assessment web site.

2.8.2. Notifies the FPM of unit deployment dates/readiness exercises to coordinate unit assessment scheduling.

2.8.2.1. Schedules individual unit members for fitness assessments upon notification from the FPM that the unit is scheduled for testing.

2.8.2.2. Provides a copy of the Fitness Assessment Preparation Handout prior to scheduled assessment and the Fitness Assessment Screening Questionnaire prior to reporting for scheduled assessment obtained from the fitness assessment web site to members being scheduled for assessment.

2.8.3. Maintains files for fitness information paperwork.

2.8.3.1. Ensures the unit's information file contains, for each individual, a signed Fitness Assessment Screening Questionnaire.

2.8.3.2. Refers members with any "YES" answers to any questions indicated with an asterisk (*) on the Fitness Assessment Screening Questionnaire to the MLO for further screening and evaluation prior to clearance for fitness assessment. The medical clearance letter will be maintained in the fitness information file for that individual.

2.8.3.3. Member is not required to reveal to the UFPM which of the answers is "YES" from the Fitness Assessment Screening Questionnaire. Member will need to see the MLO for evaluation or their private health care provider at their own cost can evaluate them. If members decide to be evaluated by their own private health care provider a copy of the evaluation must be provided to the medical squadron/MLO.

2.8.4. Notifies members who do not meet fitness assessment standards and enters them into FEP ([Attachment 4](#)). Member must endorse the letter in the presence of the UFPM and the first sergeant or unit commander. UFPM will give the member a copy and file the original.

2.8.5. Distributes and explains the use of the Fitness Enhancement Program Progress Chart, to FEP participants.

2.8.5.1. Tracks and reviews, at least quarterly, documentation of members' physical conditioning participation in FEP.

2.8.6. Schedules members who do not meet the ANG fitness standard for counseling with the health promotions manager at the medical squadron and enrollment into FEP ([Attachment 5](#)).

2.8.7. Notifies the unit commander of members failing to attend scheduled testing, not meeting fitness standards or failing to participate in FEP training sessions.

2.8.8. Notifies unit commander of members failing to meet fitness standards during re-assessment after six months in FEP.

- 2.8.8.1. Coordinates FPM/MLO consultation, at the commander's request, prior to commander action.
- 2.8.9. Ensures exempted member's personal fitness information file contains letter(s) documenting medical or commander exemption from fitness assessment.
- 2.8.10. Tracks onset and expiration dates of medical and commander exemptions.
 - 2.8.10.1. Schedules members for fitness assessment and coordinates use of equipment with the FPM upon expiration of medical or commander exemption.
- 2.8.11. Tracks personnel who are temporary duty (TDY) during unit scheduled fitness assessments. Schedules member for assessment prior to or upon return from TDY or deployment.
- 2.8.12. Required to have communication capability to access the base defined medical response capability.
- 2.8.13. Ensures FAMs are trained to assist with the ANGFP.
- 2.8.14. Ensures that each examinee is provided a printed copy of testing results and health promotions recommendations for a healthier lifestyle will be provided to members as needed.
- 2.8.15. Ensures members that are exempt from testing are entered into the fitness database as such.
- 2.8.16. Input all the data obtained from the assessment into the fitness assessment database.
- 2.9. Fitness Assessment Monitor (FAM).
 - 2.9.1. Assists UFPM with administering the fitness assessment.
 - 2.9.2. Refers members with questions concerning their assessment, the fitness program, safety or medical conditions to the UFPM.
- 2.10. Health Promotions Manager (HPM). Meets and counsels members who are enrolled in FEP and provide exercise and nutrition information from the fitness assessment web site.
- 2.11. Air National Guard Members.
 - 2.11.1. Annually meet ANGFP assessment standards and maintain standards through participation in regular comprehensive exercise throughout their military service.
 - 2.11.2. Must keep their initial appointment for counseling if entered into FEP with the health promotions manager. Failure to comply may subject member to administrative action.
 - 2.11.3. Must provide the Fitness Enhancement Program Progress Chart, showing participation in a self paced fitness conditioning program, to the UFPM for review quarterly if entered in the FEP program.

3. Program Elements.

- 3.1. Components. The five components of the ANGFP are Body Composition (based on height, weight and waist measurements), Cardiovascular (step test), Flexibility (sit and reach), Upper torso Muscular Strength & Endurance (push ups) and mid sectional Muscular Strength & Endurance (sit ups).

3.1.1. The first component of the ANGFP measures body composition, which is a crucial measurement for many reasons. First, excess body fat is associated with a number of health risks, including heart disease, hypertension, diabetes, gall bladder disease, and sleep disorders. This is especially important because more and more people have unhealthy excess fat in addition to being overweight. The body composition assessment is based on height, weight, and waist measurement using a tape measurement at the navel.

3.1.2. The second component consists of the cardiovascular assessment and tests the fitness of your heart and circulatory system or more specifically, the heart's ability to pump oxygen-rich blood to the muscles. Cardiovascular fitness is a good indicator of your risk for heart disease, hypertension, arteriosclerosis, and a host of other diseases. Because heart disease is the leading cause of death in the United States, this is a critical measure of fitness.

3.1.2.1. Cardiovascular (aerobic) fitness is assessed by a three-minute step test. The first part of the cardio assessment is a resting pulse to determine the fitness of the heart when it is at rest. This is not included in the fitness assessment calculation; rather, it is taken as a precautionary test before other more intense activities are undertaken.

3.1.2.2. The next part of the cardiovascular assessment is to determine the fitness of the heart at work and its ability to cope with physical exertion. This is accomplished by raising the heart rate using a 3-minute step test.

3.1.2.3. The final portion of the cardiovascular assessment is recovery heart rate. This rate is obtained by counting heartbeats for one full minute immediately upon completion of the three minute step test.

3.1.3. The third component is flexibility and is measured using the sit and reach method (which tests the rotational ability of the body's mid section including hips, hamstrings, lower back, and groin). Flexibility is an often overlooked element of fitness, however, carries significant importance due to its ability to reduce the risk for joint and muscle injury and also preserve the ability to move with more freedom and comfort. The Sit and Reach process begins with removing the shoes, sitting down on the floor with both legs fully extended, toes pointing straight up (not pulled back towards the body or pointing forward away from the body), sitting fully upright and extending both arms forward with one hand placed over the other (finger tips together) and the chin on the chest. Slowly reach forward as far as possible until there is a slight tightness in the hamstring, groin, or back. Hold that position and the distance between the fingertips and toes will be measured with a tape measure. The factor will be negative before the toes and positive beyond the toes.

3.1.4. Adequate muscular strength and endurance are essential ingredients of optimal health and facilitate participation in basic everyday activities. Muscular Strength is a measurement of the greatest amount of force you can produce in a single maximal effort. Muscular Endurance measures your ability to exert a sub-maximal force over a period of time. Strength building exercises progressively "overload" the muscle by using a resisting force or weight. The weight can be your own body weight, as in push-ups, leg lifts, and sit-ups or external weights can be used. Asking a muscle to lift more weight than it is accustomed to forces it to become stronger. Increasing the weight of the resisting force over time also increases the size of the muscle or muscles resisting it. Muscular strength and endurance is assessed through the push-up and sit-up tests.

3.1.5. The results collected from the five components of the ANGFP assessment are then entered into the fitness assessment software at the fitness assessment web site under the direction of the UFPM. Based on the data entered, the fitness assessment software computes a physiological or “fitness” age for each component (e.g., Body Age based on body composition, Cardio Age based on recovery heart rate) and a total fitness age which is a weighted average of the 5 individual component ages.

3.2. Fitness Standard.

3.2.1. Although each component of the assessment process has minimum standards, the only determinant for entry into the FEP is the composite fitness age derived through the web-based software. If this composite fitness age exceeds the member’s chronological age by more than seven years, that member must be enrolled in the FEP. As an additional health promotion tool, commanders are encouraged to counsel members who fail to meet individual component standards.

3.2.2. ANG Fitness Standards represent minimum accepted fitness and readiness levels. Fitness and readiness benefits will increase as physical activity levels increase. Members are encouraged to optimize their own fitness and readiness in order to be prepared for duty.

3.3. Members Failing to Meet Fitness Standards

3.3.1. The FEP program is designed for those members who do not meet the ANG Fitness Standards. Consultation with a physician is highly encouraged before embarking on a new exercise program.

3.3.2. It is the member’s responsibility to maintain physical conditioning throughout the year. If placed in FEP, the member must make every effort to improve their fitness level to meet ANG standards.

3.3.3. At the discretion of the member and approval of the FPM/UFPM, any member enrolled in FEP may be reassessed at any time during the six-month period.

3.3.3.1. If the member meets the standard at that time, they will be removed from FEP and returned to the unit’s annual fitness assessment schedule. If they do not meet the standard, they must complete the FEP six-month period.

3.3.3.2. An unsuccessful reassessment does not “reset” the FEP entry date. Members must be reassessed not later than six months after the initial enrollment date.

3.3.4. Members, who fail to meet standards after six months in the FEP, will be evaluated by the MLO to determine if they are physically capable of reaching the desired level of fitness. If the member is deemed capable, they must request an extension from their commander to remain in FEP.

3.3.5. Commanders may consult with the FPM/UFPM and/or MLO before granting/denying an extension for members who have failed the assessment after six months in FEP. If an extension is granted it will not exceed six months.

3.3.6. Members who have been granted an extension to the FEP, at their discretion, may be reassessed at any time during the extension period.

3.3.6.1. If the member meets the standard at that time, they will be removed from the FEP and

returned to the units annual fitness assessment schedule. If they do not meet the standard, they must complete the FEP extension period.

3.3.6.2. An unsuccessful reassessment does not “reset” the FEP entry date. Members must be reassessed not later than six months after the enrollment date.

3.3.7. Members in the FEP who are unable to participate in a fitness improvement program for greater than 90 consecutive days because of deployment or placement on a medical profile will restart their six-month FEP upon return from TDY or expiration of the medical profile.

3.3.8. Members who fail to make progress after twelve months in the FEP are referred to the unit commander. The commander will determine whether the member is given an exemption from meeting fitness standards or administrative action is taken.

3.3.9. If an exemption from meeting fitness standards is given, it will not exceed one year.

3.3.10. Unit commanders may take administrative action when a person does not meet fitness standards after twelve months and an exemption is not given. Member will continue on the FEP and will be reassessed quarterly until the member meets fitness standards, is separated or discharged.

3.3.11. Unit commanders will make a recommendation to the Wing Commander or equivalent to retain, discharge or separate any member who does not meet fitness standards after completion of twelve months in FEP.

3.3.11.1. If retained, the unit commander will, after each subsequent failure, make recommendations to the separation authority.

3.3.12. The Wing Commander or equivalent will make a recommendation to the Adjutant General who will make the final decision to retain, discharge or separate members.

3.3.13. There are no career sanctions (i.e., reenlistment, promotion) based solely on failure to meet fitness standards while members are engaged in rehabilitation programs.

3.4. Frequency of Assessments. Members must complete an annual assessment and meet the standards, be exempted from assessments, or be actively enrolled and participating in a fitness enhancement program.

3.5. Medical Exemptions, Clearance and Waivers.

3.5.1. Medical Exemption from Fitness Assessment. Only the designated MLO may authorize a medical exemption for members with medical conditions preventing them from accomplishing a fitness assessment or participating in physical conditioning programs. Health care providers may recommend members to the MLO for medical exemption. Medical conditions requiring medical exemption from fitness assessment do not require an MEB unless warranted under AFI 48-123. Members will be exempted from fitness assessments during pregnancy and for six months after return to full duty. Fitness assessment exemptions following pregnancies less than term will be determined by the MLO in conjunction with the primary health care provider. Fitness programs during pregnancy exemption are encouraged. Medical exemptions will last for a maximum of one year, with the exception of pregnancy exemptions. Exemptions can be renewed but require evaluation by the MLO prior to renewal.

3.5.2. If medically exempted from the fitness assessment for an acute medical condition, that precludes all forms of exercise, the exemption period should include a period of time for fitness improvement before the next required fitness assessment.

3.5.2.1. Medical exemption approval and inclusive dates will be documented by the MLO on the AF Form 422, Physical Profile Serial Report.

3.5.3. The MLO will ensure all medical exemptions, especially for chronic conditions, are reviewed for MEB action IAW AFI 48-123. Medical exemption by itself is not grounds for MEB.

3.5.4. Members will undergo fitness assessment as soon as practical after expiration of medical exemption status.

3.5.5. Medical exemptions from fitness assessment or any portion thereof will not exceed one year (365 calendar days) and must be reevaluated and renewed by the MLO.

3.5.5.1. Members with medical exemptions, who are still unable to exercise after one year, should receive strong consideration for MEB IAW AFI 48-123.

3.5.6. The MLO will evaluate members with positive ("YES" answers to questions indicated with an asterisk) Fitness Assessment Screening Questionnaires for clearance to undergo the ANGFP.

3.5.7. The MLO will complete the medical clearance letter ([Attachment 2](#)). The original will be hand carried to the unit commander by the member. Copies will be provided for the UFPD for inclusion in the fitness information file and to update the fitness assessment database. The MLO will retain a copy to be placed in the members medical record.

3.5.8. The exemption does not affect evaluations, training or promotions.

3.6. Commander Directed Exemption (CDE) from Meeting ANG Fitness Standards.

3.6.1. If a member has been adequately participating in FEP and is unable to meet fitness standards, the commander may exempt the member from meeting fitness standards ([Attachment 4](#)) for a maximum of one year. Exemptions can be renewed for 1-year increments.

3.6.1.1. This option should only be taken after consultation with MLO.

3.6.2. Commander exemptions should only be granted when fitness scores do not reflect the expected scores or given documented exercise history from the Fitness Enhancement Program Progress Chart. Evaluations for commander exemptions are based on recorded exercise history, exercise observation or objectively recorded data, fitness score trends, and the expected correlation between these factors.

3.6.3. The UFPD will counsel the member and assist the commander with decision-making as requested.

3.6.4. Participation in a physical conditioning program should be considered at the time of exemption renewal.

3.7. Authorized Assessment Software

3.7.1. The nominated fitness assessment web site (containing the fitness assessment software) is the only site approved for the ANGFP directives outlined in this ANGI.

3.7.2. The FPM will ensure compliance by all UFPDs entering data into the fitness assessment web site.

4. Fitness Program Reporting.

4.1. The FPM will forward a copy of the fitness assessment management report to State Headquarters no later than 15 January each year.

4.2. ANG/SG will obtain reports from the fitness assessment database executive summary report, review statistics, and forward to the appropriate agencies.

DANIEL JAMES, III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD Directive 1308.1, *DoD Physical Fitness and Body Fat Program*

DoD Directive 1308-3, *DoD Physical Fitness and Body Fat Program Procedures*

AFPD 40-1, *Health Promotion*

AFPD 40-5, *Fitness and Weight Management*

AFI 34-107, *The Air Force Fitness and Sports Operations*

AFI 36-3209, *Separation Procedures for Air National Guard and Air Force Reserve Members*

AFI 48-123, *Medical Examination and Standards*

AFMAN 37-139, *Records Disposition Schedule*

Abbreviations and Acronyms

AFPD—Air Force Policy Directive

AGR—Active Guard Reserve

ANG—Air National Guard

ANGFP—Air National Guard Fitness Program

ANGI—Air National Guard Instruction

ANG/SG—Air National Guard Surgeon General

CDE—Commander Directed Exemption

DoD—Department of Defense

FAM—Fitness Assessment Monitor

FEP—Fitness Enhancement Program

FPM—Fitness Program Manager

GSU—Geographically Separated Unit

HPM—Health Promotion Manager

IAW—In Accordance With

MEB—Medical Evaluation Board

MLO—Medical Liaison Officer

TAG—The Adjutants General

TDY—Temporary Duty

UFPM—Unit Fitness Program Manager

Equipment Required for Assessments

Audio CD

Additional amplification and speakers may be required if testing a large number of participants at one time

Exercise Steps

Exercise Mat

Tape Measure (for Waist and Flexibility measurement)

Weight Scales (for weight measurement performed at unit/squadron immediately prior to fitness assessment)

Pens (to record assessment results)

Erasable Marker (to mark “X” for location of pulse)

Stop Watch (only required if fitness database timers are not used)

Fitness Assessment Questionnaire

Clipboards (optional)

Water for participants

Attachment 2**SAMPLE MEMORANDUM FOR MEDICAL CLEARANCE**

(Appropriate Letterhead)

Date

MEMORANDUM FOR MEDICAL LIAISON OFFICER

FROM: (Unit Commander, UFPM, FPM or Provider)

SUBJECT: Medical Evaluation Appointment

Evaluate (grade, name, SSAN) IAW ANGI 40-501, Air National Guard Fitness Program, for medical clearance to undergo fitness assessment and for possible enrollment in an exercise program. Upon completion of medical evaluation, complete the endorsement below.

(Signature, originating official or designated representative)

(Date)

1st Ind, (MLO)

TO: (Unit Commander)

I medically evaluated (grade, name, SSAN), on (date).

Medical findings are as follows: (circle all that apply)

Member is/is not medically cleared for the step assessment.

Member is/is not medically cleared for the sit up assessment.

Member is/is not medically cleared for the push up assessment.

Member is/is not medically cleared for the flexibility assessment.

Member is/is not medically cleared for exercise.

Members who are not cleared for fitness assessment or exercise will have an AF Form 422, Physical Serial Report, attached. Member should be scheduled for medical re-evaluation in approximately

_____.

This waiver is good for _____ months. (Not to exceed 12 months)

(Signature of medical provider)
(Grade and phone number of provider)

Attachment 3

**SAMPLE LETTER FOR COMMANDER EXEMPTION FROM MEETING
ANG FITNESS STANDARDS**

(Appropriate Letterhead)

(Date)

MEMORANDUM FOR (Members Name)

FROM: (Unit Commander)

SUBJECT: Exemption from Fitness Assessment

In consultation with the Medical Liaison Officer, it has been determined that you should be exempted from the Air National Guard Fitness Program. You will be exempted from meeting fitness standards until the next annual testing cycle, not to exceed one year. The Unit Fitness Program Manager will reevaluate you at that time.

Although you are exempted from meeting the ANG fitness standard, it is your responsibility to continue participating in a fitness program. If you have any questions concerning the fitness program you can contact the UFPM (name, duty extension), FPM (name, duty extension), HPM (name, duty extension), First Sergeant or me.

(Signature, unit commander)

cc:

UFPM

Expiration Date _____

Attachment 4**SAMPLE MEMORANDUM FOR ENTRY INTO THE FITNESS
ENHANCEMENT PROGRAM (FEP)**

(Appropriate Letterhead)

(Date)

MEMORANDUM FOR (Members name)

FROM: (Unit Commander)

SUBJECT: Entry into the Fitness Enhancement Program (FEP)

Based on fitness assessment results (date), your fitness is below minimum standards and you are hereby entered into the FEP effective (date). You have been scheduled for mandatory counseling with the health promotions manager (HPM) (name, duty extension) on (date).

The FEP is a physical conditioning rehabilitative program. It is your responsibility to meet and maintain ANG fitness standards consistently throughout your military career. Failure to satisfactorily meet fitness standards after 6 months may result in administrative action. You are encouraged to consult with a physician before increasing your exercise activity level.

You will be given a Fitness Enhancement Program Progress Chart today in order to document your participation in physical fitness activities. You must report to the UFPM (name, duty extension) quarterly with your Fitness Enhancement Program Progress Chart for review. Failure to do so may warrant administrative action.

After you complete the FEP, you will be reevaluated. You should make the personal commitment to exercise regularly in order to meet ANG fitness standards. You can request to be reevaluated at any time while assigned to the FEP program. If you have not reached minimum fitness standards you will be continued in the FEP.

If you have questions concerning your enrollment in the FEP, you may contact your supervisor, the UFPM, HPM, First Sergeant or me. Acknowledge receipt and understanding by signing the endorsement below.

(Unit commander's signature block)

1st Ind, (members name)

TO: (Unit Commander)

(Date)

I understand that I have been enrolled in FEP and may request additional information from my supervisor, the UFPM, HPM, First Sergeant or commander. I have been scheduled for an appointment with the HPM and have been instructed to seek medical advice prior to beginning an exercise program. I must seek this advice at my own expense (AGRs use appropriate medical benefits).

I understand that it is my responsibility to notify my commander if I have a pre-existing medical condition, documented by my health care provider that would preclude me from making satisfactory progress or participating in an exercise program.

I will be provided with a copy of the FEP training guide. I will also be provided with the Fitness Enhancement Program Progress Chart in order to document my exercise activities and that I must meet with the UFPM quarterly to review my progress chart.

(Members signature block)

Attachment 5**SAMPLE MEMORANDUM FOR HEALTH PROMOTIONS MANAGER**

(Appropriate Letterhead)

(Date)

MEMORANDUM FOR (Health Promotions Manager)

FROM: (Unit Fitness Program Manager)

SUBJECT: Fitness Enhancement Program (FEP) Counseling

This confirms the below listed individual requires "Fitness Enhancement Program" counseling in accordance with ANGI 40-501. Please inform our unit when his/her appointment for counseling is scheduled.

a. Individual Name: _____

b. Appointment Date: _____

c. Individual Acknowledge Receipt to report for counseling

_____ Date _____

(Unit Fitness Program Manager Signature block)

(Date)

1st Endorsement

The above listed individual received Fitness Enhancement Program counseling on

_____.

(Health Promotions Manager Signature block)